

Quick Reference Card (QRC)
For the
Judgment Fund Authorized User Website



Department of the Treasury
Financial Management Service **fms**

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JUDGMENT FUND: LOGIN

1. Open any Internet Browser (i.e., Internet Explorer, Netscape,etc).
2. Enter the Uniform Resource Locator (URL) for the FMS FO JFB Website in the address bar. <http://www.fms.treas.gov/judgefund/index.html>
3. Click on the **Judgment Fund Authorized User** link.
4. Enter your **User Name**.
5. Enter your **Password**.
6. Click on the **Login** button.



The screenshot shows the login page for the Judgment Fund Authorized User Website. The page has a blue header with the title "Welcome to Judgment Fund Authorized User Website" and a logo on the left. Below the header, there is a "Login" button. The main content area contains the text "Judgment Fund Authorized User Website" and "Version 1.07 August 2003". It also lists "Web Application Development Branch", "Financial Management Service", and "U.S. Department of the Treasury". A prompt asks the user to "Please Enter your User Name and Password:". Below this prompt are two input fields: "User Name:" and "Password:". At the bottom of the form are "Login" and "Forgot" buttons.

CHANGE PASSWORD



The screenshot shows the "Change Your Password" form. The title is "Change Your Password". Below the title, it says "Passwords must contain:" followed by a list of requirements: "One capital letter", "One lowercase letter", "Two numbers", "At least eight characters", and "No more than two repeating characters at a time". Below the list is a form with three input fields: "User Name:" (with the value "tteston"), "Old Password:", "New Password:", and "Confirm Password:". At the bottom of the form are "Submit", "Reset", and "Back" buttons.

1. Click on the **Change Password** link located on the **Welcome Screen** (The Change User Screen will appear.)
2. Type **Old Password**.
3. Type **New Password**. Type new password again. (Be sure to follow the password guidelines.)
4. Click on the **Submit** button.



JUDGMENT FUND: LOG OUT

1. Click on the **Log Out** link, located on the *Navigation Bar*.
2. Click on the **Log Out** button.
3. OR click on the **Return** button to return to the website.

SEARCH SCREEN

Search

Required Search Criteria

Please select One Agency or One Department:

Agency: Dept of Agriculture

Department: Dept of Agriculture

Please Enter ONE of the following Search Criteria

1. Agency Reference Number:

2. ID Number:

3. Date: Received Date Paid Date Transmittal Date

Begin Date (10/01/2000 or later): (mm/dd/yyyy)

End Date (10/02/2003 or earlier): (mm/dd/yyyy)

4. Payment Amount: Same Greater Than Less Than

\$

1. Click on the **Search** link, located on the *Navigation Bar*.
2. Select an **Agency** or **Department** using the radio buttons and drop down menus. (Depending on access level searching by Department may not always be available.)
3. Enter **ONE** of the following search criteria:
 - a. **Agency Reference Number**,
 - b. **ID Number**,
 - c. **Date** (click on the button to select either Received Date, Paid Date, or Transmittal Date and enter the dates in the appropriate text boxes), or
 - d. **Payment Amount** (click on the button to select either Same, Greater Than, or Less Than and enter the dollar amount).
4. Click on the **Submit Query** button to submit the query for a report. (The report is displayed.)

REPORTS

1. Follow the directions listed in the Search Screen section.
2. From the report screen, you can:
 - a. View the report.
 - b. Save the report as an Excel file by clicking on the **Save As Excel File** button. (The Save HTML Document window appears.)
 - i. Select the location where you want to save your report.
 - ii. Enter a name for your report in the File Name text box.
 - iii. Click on the Save button.
3. Open Excel.
4. Open your report.

SYSTEM OVERVIEW

The Judgment Fund Authorized User Website will enable Agency personnel to view detailed claim information that resides in the Judgment Fund Database on demand. The request can be queried, view, or printed. The status of specific claims can be determined in a more timely fashion. The Judgment Fund Branch personnel are responsible for the authorization of payments submitted by other Federal Government Agencies for payment under the 31 U.S.C. 1304 code.

SYSTEM & CONTACT INFORMATION

The Judgment Fund Authorized User Website is owned, sponsored, and managed by the Financial Management Service (FMS), Financial Operations (FO), Financial Accounting & Services Division, Judgment Fund Branch (JFB).

Contact the following people for assistance:

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<http://www.fms.treas.gov/judgefund/index.html>

The screenshot shows the homepage of the Judgment Fund website. At the top, there is a header with the FMS logo, the text "fms.treas.gov", and "Financial Management Service". Below the header is a navigation menu with links for "FMS Home", "GBAs", "Calendar", "Publications & Guidance", "Programs & Systems", and "About FMS". The main content area features the "Judgment Fund" logo and a brief description: "The Judgment Fund is available for court judgments and Justice Department compromise settlements of actual or imminent lawsuits against the Government." There are sections for "Quick Links" with links to "Search Judgment Fund Transactions by Agency", "Standard Form 1055" (with PDF and MS Word file icons), and "FMS Forms: 194, 195, 196, 197, 197-A, 198" (with PDF and WordPerfect 6.1 file icons). A "Contacts" section provides phone, fax, and email information. On the right side, there is an "Updates" section with a date "Updated September 17, 2008" and a list of links including "Judgment Fund Report", "Spring/Summer Newsletter", "Section 13 Conditions", and "Notice to Claimant & Payment Application". Below that is a "Related Resources" section with links for "Contract Disputes" and "Treasury Financial Manual". A left sidebar contains an "Overview" section with links for "Common Questions", "Forms", "Regulations & Guidance", "Training & Events", "Search Transactions", "Correspondence", "Background", and "Contacts".